



City of Fredericksburg, Virginia
Planning Services Division
 715 Princess Anne Street, P.O. Box 7447
 Fredericksburg, VA 22404
 540-372-1179

APPLICATION FOR PERMIT TO ERECT SIGN

This application must be accompanied by three (3) copies of drawings or photos indicating where the sign will be located on the building/property (including distance between the proposed sign and applicable property lines), supporting plans and specifications, and erection details. In addition, all ground/freestanding signs require footer/foundation details, and a landscape plan. All applications require a \$50.00 deposit, due at time of submission. If within the Historic District, an additional \$50.00 fee is required, due at time of submission.

Ground/Freestanding – a sign supported by upright structure members, braces, or ground anchorage and is not attached to a building. Ground signs require a plat/plan showing distance to property line and height from grade. In addition, Section 72-59.6.C.v requires all freestanding signs in commercial and industrial districts to be landscaped around the foundation of the sign and its support.

Building Mounted – a sign attached to or deriving its major support from a wall, and including the following: arcade sign, awning, canopy sign, marquee sign, projecting sign, wall sign, and window sign.

Temporary – a sign not exceeding 40 square feet that announce such events as “grand opening,” “under new management,” or “going out of business.” A permit shall be granted for a period not to exceed 30 days. (Section 72-59.7)

Location: _____ **Zoning District:** _____

Property Owner: _____ **Address:** _____

Sign Owner: _____ **Address:** _____

Sign Contractor: _____ **Address:** _____

Liability Insurance Co.: _____ **Effective Date:** _____

	Number of Signs	Area of Signs (square feet)	Area of Signs to be Removed (square feet)	Net Area of Signs to Remain (square feet)
Existing Building Mounted Signs				
Existing Freestanding Signs				

Newly installed illuminated signs require the submittal of an original [Tradesman Affidavit](#) form and attachments.

Electrician: _____ Permit No: _____ or Existing Electrical: Yes _____

Deposit Fee:	Sign Permit #:	BSD Permit #	Date Received:
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Linear feet of building frontage occupied by subject business or applicant: _____

Type of Sign*	Illuminated Yes/No	Number	Dimensions of Sign	Area (square feet)
Aggregate square feet: _____				
				Cost: _____

***Note:** A landscape plan is required if applying for a ground/freestanding sign.

It is the applicant's responsibility to ensure that any sign(s) proposed to be located within easements of any kind or around fire protection facilities, have the necessary authorization from the easement holder. If the City is the easement holder, the Department of Public Works must authorize the proposed structure within the easement. The City shall not be responsible for damage to signs that must be removed by an easement holder to access such easements or facilities.

Following installation of signage and prior to final inspection, photographic evidence of installation and UL listing shall be provided to the Building Services Division.

Requests for final inspections should be called into the Building Services Division at (540) 372-1080.

I hereby certify that I have the authority to make the foregoing application, that the information provided is correct and that the construction will be in accordance with the plans and specifications provided and conform with the regulations of the City of Fredericksburg.

Name of Applicant: _____

Signature of Applicant: _____ Date: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

_____ This property lies within the Historic District and requires ARB approval (additional \$50.00 fee).

For Completion by the Community Planning & Building Department

Approved by Development Administrator: _____ Date: _____

This permit grants permission under City Code §72-24 for a sign(s) on a property, based on information provided. The City is not responsible for determining who owns the property on which the sign(s) will be placed, or that all other permissions required to do so (for example, permission from anyone holding an easement on the property) are in place.

If located in the Historic District

Approved by ARB: _____ Date: _____

Approved by Building Services Division: _____ Date: _____